Nathalia Primary School  
Parent Payment  
POLICY

Rationale:
- School Council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing parent contributions is developed and implemented.

Aims:
- To provide an effective process for managing school finances both government and parent provided.

Implementation:
- School Council will consider the costs associated with parent-funded materials and services, and the capacity of the general school community to pay before deciding upon activities to be offered.
- At the beginning of each school year a letter detailing the All Up Fee will be sent to each family along with options for payment.
- School Council will ensure the costs associated with parent funded materials and services, and due dates for payment are provided to parents at least 6 weeks in advance so as to allow parents appropriate times to prepare for future expenses.
- School Council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential arrangements with the principal.
- Arrangements for student costs associated with the Camps Program are addressed in the Camps Policy
- Outstanding debts are generally avoided by pre-payment of optional goods and services by parents, and by hirers paying a minimum of 4 weeks in advance.
- However, parents who have agreed to alternative payment arrangements with the principal for optional goods and services but have then reneged upon the arrangement after the event, will be required to pay all future optional expenses in advance.
- Unpaid voluntary financial contributions do not constitute outstanding debts.
- The principal will be responsible for managing all outstanding debts sensitively and confidentially.
- Outstanding debts will not carry over from one year to another.
- Students will not be denied access to programs, materials or services for which they have paid or form part of the standard curriculum program, simply because payment has not been received for other charges.
- Debt collectors will not be used to collect debts.
- The principal will ensure that all staff are aware of this policy and adhere to it.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in....

References:  